



## Ryan White Title I HIV Health Services Planning Council

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### PLANNING COUNCIL MEETING MINUTES

Thursday, October 10, 2002  
4:00 p.m. to 6:00 p.m.  
HIV Care Directions  
1366 East Thomas

**Approved**

*The following provides a written summary of minutes recorded. To listen to the official recorded minutes contact Planning Council Support. The tape(s) will be provided for review.*

#### MEMBERS, GUESTS and STAFF

Elizabeth Ashby	Felix Garcia	Eric Moore	Keith Thompson
Michelle Barker	George Garcia	John Murray	Carol Williams
Donna Bryant	Damon Gunn	David Paquette	Marla Wing
Jean Cox	Robert Horton	Connie Peters	John Wynant
Lee Cox	Peter Houle	John Sapero	5 Guests
Debby Elliott	Barr Jenkins	Larry Stähli	
Dan Free	Laura Kroger	Kibby Thomas	
Deborah Frusciano	Terri Leija	Larry Thomas	

#### Absent:

Mary Jo Buerger (ex)	Juan Guevara (ex)	Stephen O'Dell	Jonathan Weisbuch (ap)
Marti Cutler (ex)	Cyrano Jones	James Reed (ex)	
Sheree Denny (ex)	Mark Kezios (ex)	Louie Tapia (ap)	
Larry Fisher	Sandra Norman (ex)	Cynthia Trotter (ex)	

*(ex = excused absence, ap = absent, alternate present)*

#### WELCOME and INTRODUCTIONS

Donna Bryant called the meeting to order. Members, guests, and staff introduced themselves.

#### DETERMINATION OF QUORUM and REVIEW OF SUMMARY MINUTES

Donna determined that quorum was present.

Summary minutes from the meeting held on September 12, 2002 were reviewed. John Sapero noted a grammatical error under "Determination of Quorum and Review of Summary Minutes". John Murray noted that he had previously discussed a correction to his attendance status with Planning Council Support. Larry Stähli motioned to accept the minutes as amended. John Wynant seconded the motion.

OUTCOME: The motion passed.

## **ADMINISTRATIVE UPDATE**

David Paquette presented the following:

- The final accounting to HRSA (Health Resources and Services Administration) has been completed, and the total amount of unexpended funds from the last grant year was over half a million dollars. Because of the large amount of unexpended funds, the EMA (eligible metropolitan area) will probably lose a point or two on the application for the upcoming grant year.

A request for “carry over” has been submitted, and we have received verbal notification that the carry over request has been granted. This means the unexpended funds (over half a million dollars) will be returned to the EMA with grant award for 2003/2004, and the funds must be expended this year.

- The grant application for 2003/2004 has been completed, and was sent out yesterday. The application requests \$7 million in funds.
- The administrative office is working on contracts for next year based on the allocations approved by the Planning Council. Notices of award will be sent to contractors next week.

## **CHAIR UPDATE**

Donna Bryant presented the following:

- The Executive Committee met last week, and discussed possibilities for Cultural Competency training. Technical Assistance on Cultural Competency training has been requested from HRSA. It is hoped that with the free assistance from HRSA, the \$30,000 allocated to this service category can be reallocated to HIV services.
- Due to procedural changes, it now takes a month to be added to the Board of Supervisors agenda. All committees that have items that require BOS approval should keep this in mind when planning tasks and projects.
- As a reminder, the Planning Council has a training workgroup, which is led by Peter Houle. The Consumer Committee was reminded to decide whether they want to change to a workgroup format. It was noted that Trinity Episcopal Cathedral, which has been a meeting place for the Consumer Committee and other community groups, suffered extensive fire damage this week.
- We are saddened by the resignations of Carlos Jorge and Cris Ramos from the Planning Council. Their presence will be missed. The Membership Committee will monitor the composition of the Planning Council, to ensure compliance with HRSA regulations.
- The County Attorney has been contacted regarding the issue of lobbying, and Planning Council dialoguing with elected officials. The response from the attorney is that the Council, as a body, should stay away from all lobbying activities. Individual members are free to lobby.

## **PRESENTATION – TRUST AND RESPECT**

Robert Castrillo from the Arizona AETC (AIDS Education Training Center) led an interactive discussion group focusing on trust and respect. Meeting participants separated into small groups, and discussed questions provided by Robert. Following small group discussions,

meeting participants had an opportunity to regroup, and discuss their impressions of this exercise.

## **COMMITTEE REPORTS**

### **Allocations**

Donna Bryant noted that Mark Kezios was scheduled to provide an update regarding the MAI (Minority AIDS Initiative) funding designation. Although the Committee did discuss MAI at the last meeting, additional discussion is needed. Donna asked David Paquette to give a brief outline of the reporting requirements for MAI funding.

David explained that the federal government requires that a specific amount of the grant allocation be subject to MAI restrictions. MAI designation means additional reporting requirements, because the government wants to show that MAI funds have a positive impact on health outcomes benefits to people who are disproportionately affected by the epidemic. Contractors who receive MAI designated funds must meet agreed upon health outcomes, and must have documented evidence of improved medical status.

The Planning Council must specify the service and the community that will be the focus of MAI designation.

Larry Stähli reported that the Committee met and discussed the MAI designation, and determined that “Counseling and Testing” and “Targeted Outreach” were categories that would benefit from MAI designation. The Committee also decided to review service categories, and will ask provider(s) to give presentations describing the activities involved in providing services.

The next meeting is scheduled for November 5, 2002. There was concern regarding having the meeting on Election Day, and the Council was made aware that the meeting date might change.

### **Community Planning & Assessment**

Larry Stähli reported that the Committee met and, although they did not have quorum, they had a productive work session. The Needs Assessment for this year will be a “resource inventory” of services provided and agency capacity.

The Needs Assessment, which was recently approved by the Council, will be distributed soon.

### **Consumer Advocacy**

Lee Cox reported that the Consumer meetings are getting better, and the Committee is trying to find a schedule that meets everyone’s needs. The Committee would appreciate support from all service agencies.

On November 20, 2002, Lorraine Brown and Carol Williams – by way of the AIDS Alliance – will give a presentation from 6:00 p.m. to 8:00 p.m. Community Legal Services has offered to host this session.

The committee will discuss becoming a workgroup at the next meeting.

### **Membership**

With the resignation of Carlos Jorge, Connie Peters has volunteered to become the committee Chair. Larry Stähli has agreed to serve as Vice Chair.

Connie reported that the Committee met, and reviewed membership renewal procedures. Approximately twenty-two Council membership terms will expire at the end of the grant year. The committee began drafting a letter to members that asks information about their council experience, their participation in committees, if there are any ideas for improving the Council, and if there are any barriers to their full participation on the Council.

Donna noted that many of the questions asked by the Committee originate with HRSA reporting requirements.

### **Rules**

Deborah Frusciano announced that the Committee would meet Thursday, October 24, 2002 from 2:00 p.m. to 4:00 p.m. at the Department of Health – if possible.

### **ANNOUNCEMENTS/CALL TO THE PUBLIC**

- Donna thanked Robert Castrillo for his participation in the meeting.
- The Tucson AIDS Walk is a week from this Sunday, which is October 20, 2002. The Phoenix AIDS Walk is on November 10, 2002.
- Council member Marla Wing reported that she is a write-in candidate for the Democratic Party District 6 Precinct Committee.
- Laura Kroger announced that Kip Beardsley has taken a position in Minnesota, and has resigned as AIDS Director for the Arizona Department of Health Services.
- Donna thanked one of our Planning Council guests for her willingness to share her AIDS Alliance training skills with the Planning Council.
- Peter Houle expressed his feelings about meetings on Election Day, and related that this is a pivotal year for the future funding for HIV and AIDS. He encouraged everyone to get out and vote. Donna also noted that people have the opportunity to vote by mail.
- It was announced that if childcare is needed during the Consumer meetings, it is available. A minimum of four days notice is required.
- It was also noted that Logan's Playground is having a Halloween fundraiser. The cost is \$10.00, and costumes are encouraged.
- Debby Elliott announced that the Area Agency on Aging is hosting Halloween trick or treating for kids 16 and under, from 2:00 p.m. to 4:30 p.m.
- It was announced that Body Positive hosting Halloween trick or treating from 2:00 p.m. to 4:00 p.m.
- AMFAR is having conference on November 8, 2002 in Chandler at the San Marcos Hotel. Providers and consumers are invited.

### **ADJOURN**

There was a motion to adjourn the meeting, which was approved.